

THE NONCOMMISSIONED OFFICER EVALUATION REPORTING SYSTEM (NCOERS)

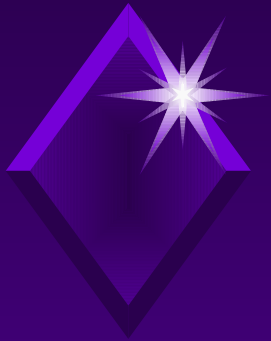




NCOER

Stages Of Development

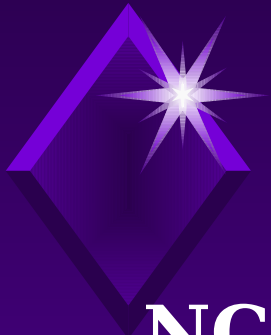
- **1985** - NCOER implemented as a result of a
NCO Professional Development Study:
Over 3500 NCO's provided input
- **16 Jun 87** - NCOER approved by Chief of Staff
of the Army
- **Jan 88** - Army transitioned to NCOER



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The study determined that a new evaluation report was needed to:

- **Better support NCO Professional Development**
- **Increase communications between Raters and Ratees**
- **Address skills and attributes the Army requires of NCO's**



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NCO skills and attributes included on the NCOER:

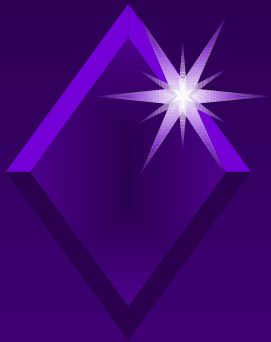
- **Values and Responsibilities**
- **Competence**
- **PT and Military Bearing**
- **Leadership**
- **Training**
- **Responsibility and Accountability**



NCOER

The NCOER was designed/implemented primarily to:

- **Strengthen the NCO Corps ability to meet professional challenges through Army Values and NCO responsibility**
- **Ensure the selection of the best qualified NCO's to serve in positions of increased responsibilities**
- **Contribute to Army wide improved performance and professional development**



TERMINAL LEARNING OBJECTIVE

At the completion of this lesson,
you will:

- **ACTION:** Describe the importance, types, roles, and restrictions of NCOERs
- **CONDITION:** Given conference instruction, handouts, and a practical exercise
- **STANDARDS:** Identify the four types of NCOERs, responsibilities and qualifications of the rating chain officials. Know the procedures to follow in the NCOER appeal process. IAW 622.205

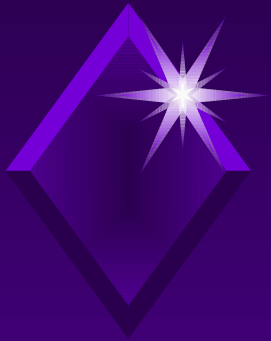


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INITIAL

COUNSELING

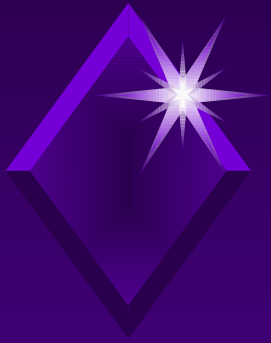
- Use ~~DA Form 2166-7-1~~ **DA Form 2166-7-1, NCO COUNSELING CHECKLIST/RECORD**, to record counseling per AR 623-205
- Face to face performance counseling is mandatory
- Follow directions listed on first page of the form to ensure quality counseling is conducted and that appropriate forms are used to cover all topics
- Must be conducted within 30 days of the start of the rating period
- Duty description, standards for excellence and success ratings must be covered



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QUARTERLY COUNSELING

- Prepared 90 days after the initial counseling and 90 days after each subsequent quarterly counseling
- Addresses accomplishments and areas of excellence over the past quarter (90 days)
- Addresses upcoming quarter: sets goals, objectives and further expectations
- Conclude the session by recording key points of the counseling
- Obtain the rated NCO's initials and date
- Dates are listed on the NCOER



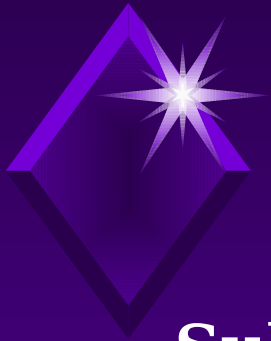
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TYPES OF NCOER'S

TYPE

CODE

- **Annual** **02**
- **Change of Rater** **03**
- **Complete the Record** **04**
- **Relief for Cause** **05**

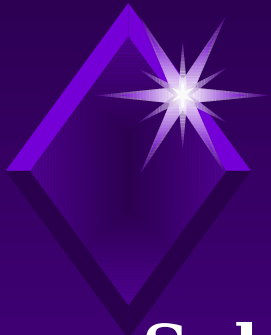


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ANNUAL REPORT

Submitted 12 months after most recent of the following events:

- **Ending month of last report**
- **Effective Date of Promotion to Sergeant: Including Sergeants who were Commissioned or Warrent Officers who reverted to NCO status**
- **Raters can not sign a report prior to the first day following the ending month**
- **If there is a change of rater prior to the 12 month period, the report will reflect the effective date of change of rater not the**



NCOER

CHANGE OF RATER REPORT

Submitted whenever the rater is changed. The minimum rating period is 90 days and included the following reason(s) for change:

- **Rater or rated person assigned to a new duty position**
- **Over 3 months TDY/SD**
- **Reduction from NCO status to Specialist or below**
- **Rater becomes incapable due to death, relieved, AWOL, ect..**
- **Upon retirement**

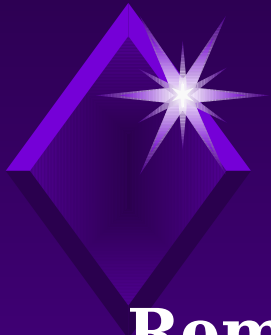
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COMPLETE THE

RECORD

At the option of the rater, the report can be submitted on an NCO who is about to be considered by a DA Board for promotion, Advanced schooling or CSM selection.
The following conditions must be met:

- Must be in the zone for consideration
- Under the same rater in current duty position for 6 months as of the ending month established in the DA Message
- No previous NCOER for the current duty position
- Report will not be signed prior to the first day following the ending month
- Since the report is optional, no grounds for



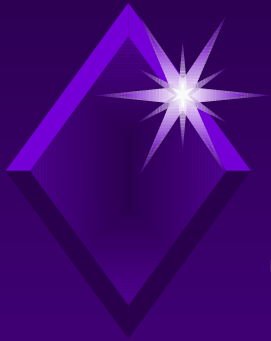
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RELIEF FOR CAUSE

Removal of an NCO from a ratable assignment based on a decision by a member of the NCO's chain of command/supervisory chain because the NCO's professional characteristics, conduct, behavior or performance of duty warrant removal in the best interest of the Army

Rating official directing the relief will clearly explain the reason in part IV or V of the NCOER

- If the relief is directed from someone other than the chain, an enclosure by that individual must be attached to the NCOER**
- Minimum rating time is 30 days but can be waived by a General Officer in the chain of**



NCOER

RATER

RESPONSIBILITIES

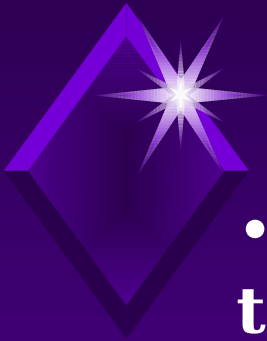
To counsel the rated soldier on duty performance and professional development throughout the rating period

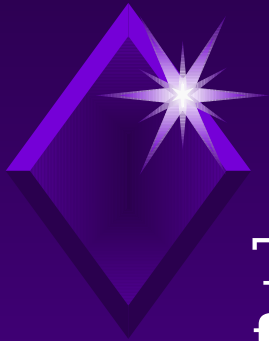
- **Assess the performance of the rated NCO**
- **Prepare a fair and correct report**
- **Verify parts I and II and enter APFT, and Height and Weight in part IV(C)**
- **Date and sign Part 11(A), DA Form 2166-7 (Counseling)**
- **Maintain the DA Form 2166-7-1 (Checklist) for a minimum of one year**

NCOE

RATER QUALIFICATIONS

- Immediate supervisor and designated as the rater for 90 days
- Sergeant or higher, and senior to the rated NCO by either pay grade or date of rank
- The Commander may appoint Civilians GS-6 or above when a military supervisor is not available and when the civilian is in the best position to rate the NCO
- Must be designated as the rater on a published rating scheme for a 3 month period
- Members of other U.S. Military Services who meet the qualifications





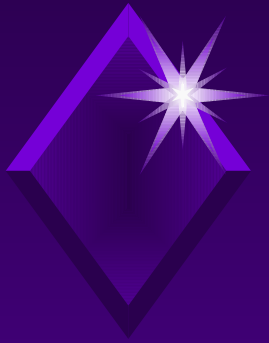
NCOER

SENIOR RATER

RESPONSIBILITIES

~~The primary role is that of evaluation,~~
focusing on potential; responsible for
overwatching the performance evaluation
and mentoring of the NCO

- Familiarize self with the rated NCO's performance during the rating period
- Prepare a fair & correct report evaluating the NCOs performance, professionalism and potential
- Ensure the bullet comments support the rating
- Obtain the rated NCO's signature after review of the NCOER



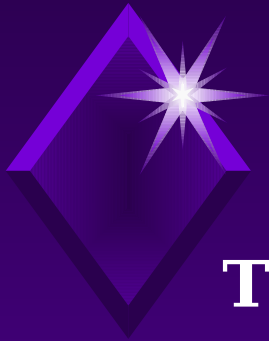
NCOE

SENIOR RATER

QUALIFICATIONS

The Senior Rater must be:

- **In the NCOs direct line of supervision for a minimum of 2 months**
- **Senior to the rater by either Time In Grade or Date Of Rank**
- **Commanders can appoint civilians GS-6 or above**
- **Members of other U.S. Services who meet all other qualifications**
- **Members of Allied Forces are not authorized to be Senior Raters**



NCOER

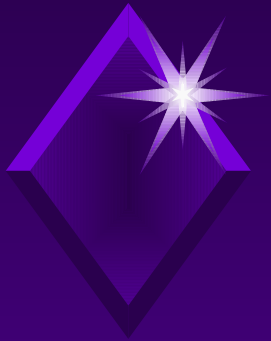
REVIEWER

RESPONSIBILITIES

The reviewer is responsible for rating safeguard over watch. The reviewer only makes comments when in disagreement with the rater/senior rater.

The reviewer will:

- Ensure that the proper rater and senior rater completes the report**
- Examine the rating to ensure it is clear, consistent and just in accordance the known facts**
- Resolve evaluation discrepancies (rater & Senior rater)**
- Indicate concur or non-concur and sign the report**



NCOER

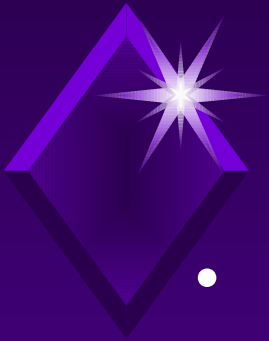
REVIEWER QUALIFICATIONS

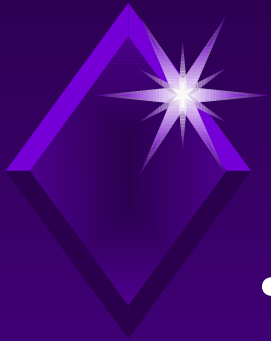
- **Must be a commissioned/warrant officer, CSM/SGM in the direct line of supervision and senior by TIS or DOR to the senior rater**
- **No minimum time period required**
- **May be an officer of other U.S. Military Services or GS-9 Civilian when appointed and meets qualifications and there is a uniformed service member as rater or senior rater in the rating scheme**
- **General Officers or equivalent and Senior Executive Service (SES) may also act as reviewer even if they are the rater/senior**

NCOER

COMMANDER'S RESPONSIBILITIES

- Ensure that the rating scheme corresponds to the Chain of Command or proper supervisory channels
- Ensure the rating officials have access to AR 623-205
- Ensure the Rating Scheme is correctly published and posted
- Ensure soldiers receive assistance, if required, to submit an appeal



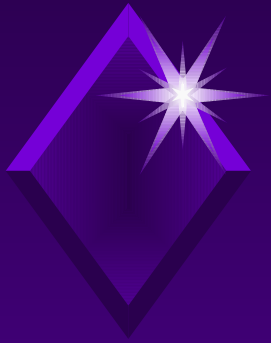


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PSC

RESPONSIBILITIES

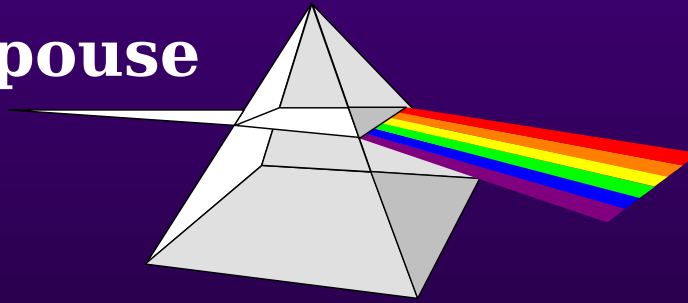
- **Initiate the report by completing the admin data in Part I, A thru J**
- **Forward the report (Shell) to the rated NCOs Commander**
- **Review upon completion for correctness and administrative accuracy**
- **Provide a copy of the completed report to the rated NCO**
- **Forward a copy to the U.S. Army Enlisted Records Center**
- **Update NCOs Form 2-1 if necessary**

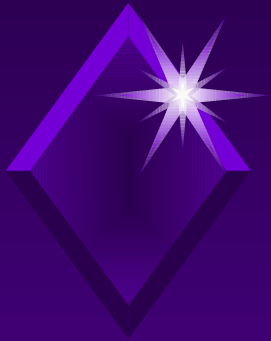


NCOER

CONTROLS AND RESTRICTIONS

- **Equal Opportunity NCO Duty**
- **Prisoner of War**
- **Participation in Alcohol & Drug Abuse Prevention Program**
- **Classified Information**
- **Performance as counsel or member of a court martial**
- **Marital Status and comments regarding spouse**





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COMMANDER'S INQUIRY

When brought to the attention of the Commander that a report rendered by one of their subordinates or by a member of one of their subordinate commands may be illegal, unjust, or otherwise in violation of AR 623-205, they will look into the allegation

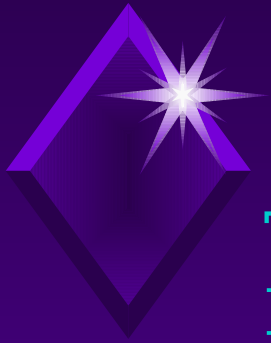


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COMMANDER'S INQUIRY

The Commander's Inquiry procedures will not be used to document differences of opinion between rating officials about an NCO's performance and potential

- **Any NCOER brought to the CDR's attention that may be illegal, unjust or otherwise in violation of AR 623-205 will be investigated**
- **Anyone, including the rated NCO may request an inquiry if there is knowledge of illegal, unjust or actions in violation of the regulation**
- **The inquiry will be conducted by a commander who is a major or above and**



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**THE COMMANDER'S INQUIRY WILL
PERTAIN TO:**

- **The clarity of the report**
- **Facts contained in the report**
- **Compliance of the report with AR 623-205**
- **Conduct of the rated NCO and rating officials**

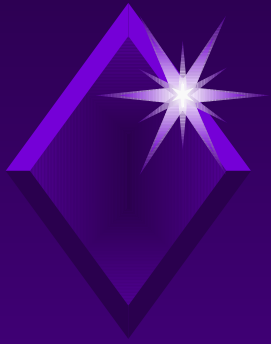


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APPEALS TO NCOERS

- **NCOERS are presumed to be correct when accepted for insertion in the soldier's Official Military Personnel File**
- **Administrative errors and inaccurate evaluations of a soldier's duty performance, professionalism and potential do occur**
- **An appellant who perceives that an evaluation report is inaccurate or unjust in some way has the right to appeal for redress to the appropriate agency. However, before actually preparing an appeal, an objective analysis of the report**

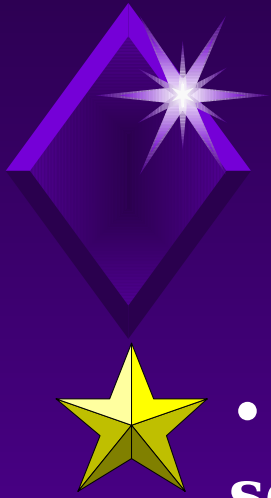


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PURPOSE OF APPEALS

- **Ensure fairness to the rated NCO**
- **Protect the Army's interest**
- **Prevent unjustified attacks on the integrity or judgement of rating officials**

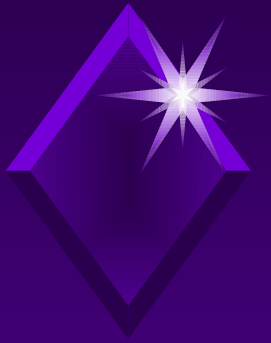




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APPEAL PRINCIPLES

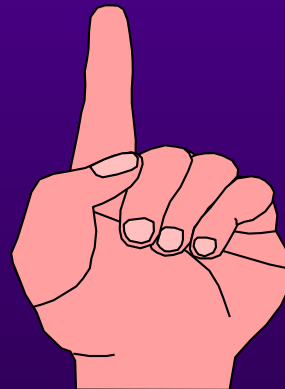
- **The Burden of Proof rests with the soldier**
- **The decision to appeal should not be made lightly**
- **Appeals normally originate with the rated NCO**
- **The DA Enlisted Evaluation Report Appeals Section will make a decision on appeals based on administrative errors**
- **Appeals based on the sole basis of a self-authored statement of disagreement will**

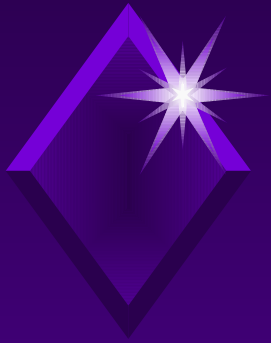


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TYPES OF APPEALS

- **ADMINISTRATIVE:** These are based on administrative errors within the NCOER
- **SUBSTANTIVE:** These allege bias, prejudice and unjust ratings

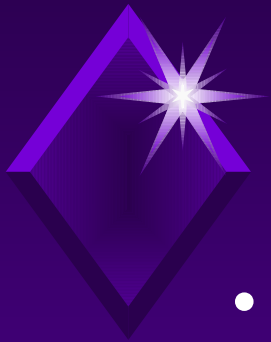




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PROCESS OF **APPEALING**

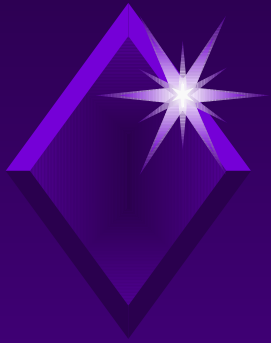
- **Read AR 623-205, Chapter 4 and Appendix F before submitting an appeal**
- **Use memo format and specifically state what is being appealed and why it should be changed**
- **Attach evidence to support the appeal**
- **Administrative appeals can be made at any time and have no time limitations**
- **Substantive appeals must be submitted within 5 years of the end date of the NCOER**



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EVIDENCE TO SUBSTANTIATE AN APPEAL

- **The published rating scheme used during the entire rating period**
- **Assignment, travel or TDY orders, Hospital admissions/disposition sheets or statements from other persons who know the situation**
- **The results of the Commanders Inquiry**
- **Other documents bearing on the point in question**
- **For substantive appeals evidence must include statements from third parties, rating officials or other documents from official sources**



NCOER

QUESTIONS/

REGARDING:

- **Types of Reports**
- **Counseling**
- **Rating official's qualification and responsibility**
- **Controls and Restrictions**
- **Appeals Process**